

FF Special Retirement Coverage

Standard Position Description (SPD)# F 182

Certification of CSRS Primary (FF) coverage approval for the above SPD can be found in the signed OPM general coverage certification letter dated 07/29/91.

Certification of FERS Primary-Rigorous (FF) coverage approval for the above SPD can be found in the signed DOI general coverage certification sheet dated 10/02/91.

POSITION DESCRIPTION (Please Read Instructions on the Back)

(R) F 190

| | | | | | | | | | | | |
|--|--|---|--|---|--|-----------------|--|--|--|--------------------------|--|
| 2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other | | 3. Service <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field | | 4. Employing Office Location | | 5. Duty Station | | 6. Agency Position No. F182 | | 8. OPM Certification No. | |
| 7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt | | | | 8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests | | | | 9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| 10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) | | | | 11. Position is: <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither | | | | 12. Sensitivity 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/> | | | |
| 13. Competitive Level Code | | | | 14. Agency Use | | | | | | | |

| | | | | | | |
|---|----------------------------|----------|-------------------|-------|----------|----------|
| 15. Classified/Graded by | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date |
| a. U.S. Office of Personnel Management | | | | | | |
| b. Department, Agency or Establishment | | | | | | |
| c. Second Level Review | Range/Forestry Technician* | GS | 455/462 | 05 | | 11/21/90 |
| d. First Level Review | | | | | | |
| e. Recommended by Supervisor or Initiating Office | Range/Forestry Technician* | GS | 455/462 | 05 | mlh | 05-25-90 |

| | | | |
|--|--|---|--|
| 16. Organizational Title of Position (if different from official title) Hotshot Crewmember/Squad Leader | | 17. Name of Employee (if vacant, specify) | |
| 18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR | | c. Third Subdivision | |
| a. First Subdivision Bureau of Land Management | | d. Fourth Subdivision | |
| b. Second Subdivision | | e. Fifth Subdivision | |

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

| | | | |
|---|------|--|-----------|
| a. Typed Name and Title of Immediate Supervisor | | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) L. BARKOW Ch Fire & Aviation | |
| Signature | Date | Signature | Date |
| | | (signed) L. BARKOW | JAN 18 19 |

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

| | |
|---|--|
| 22. Position Classification Standards Used in Classifying/Grading Position GS-455/462 | |
| Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. | |

| | | | | | | | | | |
|------------------------|--|----------|------|----------|------|----------|------|----------|------|
| 23. Position Review | | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
| a. Employee (optional) | | | | | | | | | |
| b. Supervisor | | | | | | | | | |
| c. Classifier | | | | | | | | | |

24. Remarks
SUBJECT TO DRUG TESTING
*Interchangeable based upon primary vegetation of the unit.

25. Description of Major Duties and Responsibilities (See Attached)

Range/Forestry Technician, GS-455/462-5
Hotshot Squad Leader
Position No. F182

INTRODUCTION

This position is located in a BLM fire suppression organization. The purpose of the position is to serve as a squad leader within an organized firefighting crew. Organized crews are normally composed of two to three squads of five to nine firefighters in each squad. However, the number of employees in a squad may differ widely. The primary duties are fireline construction and the repair and maintenance of firefighting tools and equipment. Other incidental duties relating to the fire program or other resource programs may be assigned during stand-by periods.

Although the employee serves as a squad leader, the positions led vary continuously. The Squad Leader is not a "lead" on a continuous basis for three or more people.

DUTIES

A. The primary purpose of this position is to serve as a squad leader for a group of firefighters. Provides work direction for firefighters assigned to the squad. Analyzes fire conditions and determines attack methods within area of responsibility as assigned by the crew leader/supervisor. Utilizes a variety of specialized tools, equipment, and techniques while actively suppressing wild fires. Locates line, directs and participates in line construction, backfire and burnout, hose layout and pumping, tree falling, and holding/patrol/mop-up operations. Performs routine emergency repairs for power tools and equipment in field situations.

On multiple squad fires, coordinates the squad's operations with the crew leader.

May be assigned for short periods of time to coordinate the work of multiple squads.

B. Functions in the positions for which qualified during prescribed burns. May serve during firefighting emergencies in other SOF or Incident Command System (ICS) positions for which trained and qualified.

As assigned, functions as an Initial Attack Incident Commander on small fires.

C. Participates in the maintenance and repair of firefighting equipment and tools. Receives firefighting training. Participates in readiness drills.

D. In normal occurrence fire seasons, may spend 10-20% of the time on other fire related duties such as fire prevention, collecting fire management data, and participating in safety sessions and fire critiques.

E. May spend approximately 10% of the time on other resource program activities and projects.

FACTORS

Factor 1, Knowledge Required by the Position

Knowledge of (1) firefighting methods, tactics, and procedures, (2) wildfire Federal and State agency internal guidelines and practices, and (3) firefighting tools and equipment maintenance and repair procedures are required to lead the assigned crewmembers in suppression activities.

A general knowledge of the use of aircraft in fire suppression activities is required.

Basic knowledge of fire behavior and the effects of wind, slope, and fuels on fire is required.

Knowledge of safety precautions in fire suppression situations is required.

It has been determined that the employee in this upper level crewmember position must have (1) prior line firefighting experience and training to perform the duties of the position, and (2) prior hand crew experience. Ability to serve as a lead fire suppression crewmember is required.

Must possess a valid state driver's license.

Ability to communicate effectively with others in emergency situations in field locations.

Factor 2, Supervisory Controls

The supervisor makes firefighting and other assignments indicating what is to be done, priorities, limitations, quality and quantity expected, and deadlines. Normally the supervisor or work leader briefs the crew each morning on fire situations, anticipated actions, and specific crew assignments for the day. Training has been provided on normal firefighting methods, procedures, tactics, and hand crew operations. Additional guidance and direction is provided for new, difficult or unusual assignments.

As a squad leader, the employee uses initiative in carrying out recurring assignments independently determining routes to travel, use of tools and equipment, and type of maintenance and repair duties necessary. The supervisor/work leader is consulted in more complex fire situations or in situations where normal procedures will not produce the desired results.

The supervisor/work leader reviews the assigned work ensuring that safe and efficient methods are used and that the crew is in a fire readiness status. Project fire and non-fire related work is reviewed by the responsible coordinators periodically and/or upon completion dependent upon the difficulty of the assignment.

Factor 3, Guidelines

Procedures for performing the firefighting duties have been established, were included in training sessions, and for some parts of the work are available in printed materials, e.g., equipment operation and maintenance guides. Due to the limited size and type of fires normally encountered independently, the employee's alternatives in taking action are normally limited to well established procedures with only minor adjustments being applicable. The

supervisor/work leader is readily available by radio or in person if a more difficult situation is encountered.

Factor 4, Complexity

The work consists primarily of leading and working with crews on the fireline and in maintaining fire equipment and tools. Because of the crew size and equipment capability, decisions relating to what type of suppression methods and procedures to apply to specific situations are limited. It is essential that the employee be capable of sizing up and analyzing fire situations and recognizing the need for and requesting additional assistance in those situations exceeding the crew's limitations. The actions taken vary with the capabilities of crew(s) and equipment, fuel types, fire weather conditions, and the resource values concerned.

Factor 5, Scope and Effect

The purpose of the position is to serve as a squad leader during firefighting and equipment maintenance and repair activities. The work performed by the squad contributes to the effectiveness of the firefighting organization in suppressing wild fires and protecting resource values.

Factor 6, Personal Contacts

The personal contacts are normally with other employees in the fire suppression organization although some contacts occur with other resource personnel in carrying out specifically assigned project work and with the general public in performing fire patrol assignments.

Factor 7, Purpose of Contacts

The purpose of the contacts is to obtain information, give directions, provide information, clarify assignments, coordinate work efforts, and, upon occasion, resolve operating problems.

Factor 8, Physical Demands

This firefighting position requires strenuous physical labor on a recurring basis. The employee must meet the established step test and arduous physical requirements for the position.

Factor 9, Work Environment

This position includes recurring field assignments with exposure to various terrain, weather, smoke and fire conditions. Special safety precautions and the use of safety equipment are required.